

# JOB DESCRIPTION

Scale	Grade 6	Permanent, Term Time Only (Pro Rata)
Reporting to	Assistant Headteacher	
Location	Rhyddings, Howarth Street, Oswaldtwistle, Accrington, BB5 3EA	

## **JOB PURPOSE:**

Supervising whole classes during short-term absence of teachers, supporting cover management, preparing resources and work set by teachers, to provide in class support and aspects of small group and 1:1 work. Liaising with supply agencies and supply staff to arrange additional cover as and when required and ensuring work is available for supply staff at the beginning of the day to allow supply staff to perform their teaching duties.

## **Main Duties/Responsibilities to include aspects of the following**

### Ethos

- To create an exciting learning environment, providing an atmosphere in which effective learning can take place
- To be inclusive to all pupils
- Use trauma informed practice when supporting pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development

### Teaching and Learning

- To fully implement all school policies and procedures
- To make effective use of resources, including ICT

### Liaison

- To work closely with all colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with pupils

### Community

- To contribute to the school's community ethos

## **Responsibilities specific for this post:**

1. Provide pupils with and supervise work that has been set by the teacher
2. Deliver learning activities to pupils
3. To ensure that, as best as is possible, learning objectives set by the teacher are achieved
4. To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
5. Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive and positive environment
6. Respond to any questions from pupils and provide support and guidance
7. Deal with any immediate problems or emergencies according to the school's policies and procedures

8. If required, collect completed pupils' work after the lesson and pass to the appropriate teacher
9. Complete cover lesson feedback form or equivalent and return to the appropriate teacher
10. Report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising
11. Use the school's Behaviour for Learning policy and procedures recording information on Arbor
12. Attend whole school CPD as required.
13. Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.
14. Liaising with supply agencies and supply staff to arrange additional cover

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Engage with the school's system of performance review.
- Administrative tasks as directed by the line manager.

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation. In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

All staff at Rhyddings have responsibility for promoting the wellbeing and safeguarding the welfare of children and young people they have responsibility for or come into contact with in keeping with the *Keeping Children Safe in Education* and child protection policies.

This job description will form part of the basis for appraisal.

### **Note**

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the postholder.

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.